


Formula Return using M-SPIRIT Utilities

Step one

Log in to M-SPIRIT Utilities



M-SPIRIT Montana WIC SPIRIT Login Version 1.25.00

Please enter your username and password.

Log In

User Name:

Password:

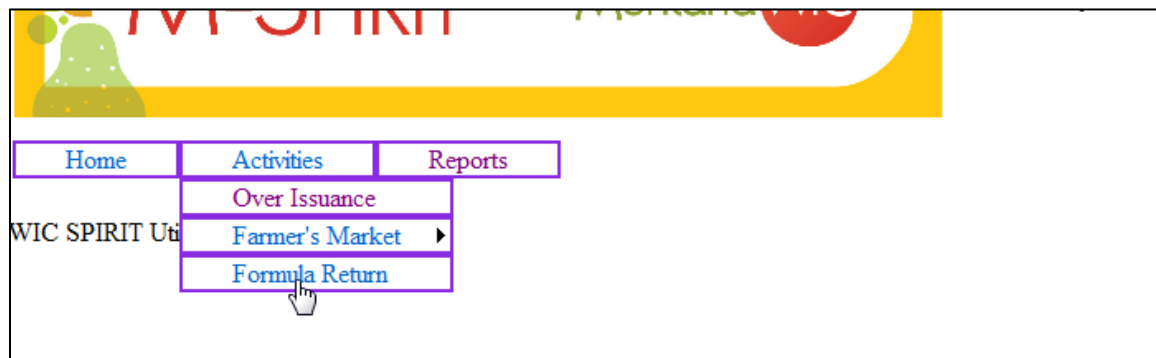
Log In

This computer system is the property of the State of Montana and is subject to the use policies located at: <http://mom.mt.gov>. This computer system may contain sensitive U.S. and State government information and is limited to authorized personnel only. Authorized personnel may inspect any uses of this system. By using this system, the user consents to such inspection at the discretion of authorized personnel. Unauthorized access is a violation of state law 45-6-311, MCA, and prohibited by Public Law 99-474, Title 18, United States Code, Public Law 99-474 and Chapter XXI, Section 1030. Unauthorized use of this system may result in disciplinary action, civil and criminal penalties. Federal punishment may include fines and imprisonment for not more than 10 years, or both. By using this system you indicate your consent to these terms and conditions of use. Log off immediately if you do not agree to these conditions.

WIC SPIRIT Utility Functions


Step two

Go to Activities > Formula Return



Step three

Enter the Participant ID



[Home](#) [Activities](#) [Reports](#)

Enter Participant Id:

WIC SPIRIT Utility Functions

Step four

Review the information for the participant and make sure you are looking at the correct month of benefits.

Benefits Issued:

Issued	First Use Date	Last Use Date	Qty.	Formula	Status
06/04/2014	07/01/2014	07/31/2014	5	12.0 OZ CAN(S) POWDERED SIMILAC SENSITIVE (RX)	V
06/04/2014	07/01/2014	07/31/2014	5	12.0 OZ CAN(S) POWDERED SIMILAC SENSITIVE (RX)	V
06/12/2014	07/01/2014	07/31/2014	5	12.4 OZ CAN(S) POWDERED SIMILAC ADVANCE	P
06/12/2014	07/01/2014	07/31/2014	5	12.4 OZ CAN(S) POWDERED SIMILAC ADVANCE	P

Return Formula:

Formula

Returned

Returnable

LDTU

12.4 OZ CAN(S) POWDERED SIMILAC ADVANCE 10 07/31/2014

Formula Given To Participant:

Formula

Issued

LDTU

<None> 07/31/2014

WIC SPIRIT Utility Functions

Step five

Select the amount of formula you would like to return

Return Formula:		Returned	Returnable	LDTU
Formula				
12.4 OZ CAN(S) POWDERED SIMILAC ADVANCE	00	10		07/31/2014
	01			
	02			
	03			
	04			
	05			
	06			
	07			
	08			
	09			
	10			

OPTIONAL: Step six

If you physically hand the participant cans of formula, fill out this part. This means the participant walks out the door with formula in their hands (you will probably not use this too often).

Formula Given To Participant:		Issued	LDTU
Formula			
<None>	▼	0	07/31/2014
<input type="button" value="Back"/> <input type="button" value="Save"/>			
WIC SPIRIT Utility Functions			

If you reissue the participant benefits using M-SPIRIT, do not complete this step!

Formula Given To Participant:		Issued	LDTU
Formula			
<None>	▼	0	07/31/2014
<input type="button" value="Back"/> <input type="button" value="Save"/>			
WIC SPIRIT Utility Functions			

Step seven

Click "Save."

Formula	Returned	Returnable L
12.4 OZ CAN(S) POWDERED SIMILAC ADVANCE	00 ▾	10 0

Formula Given To Participant:

Formula	Issued	LI
<None> ▾	0	07

WIC SPIRIT Utility Functions

You're done!